



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

December 2, 2009

Roxanne McCarville, V.P. HR
Bay Alarm Company
60 Berry Drive
Pacheco CA 94553

Dear Ms. McCarville:

RE: **FINAL MONITORING VISIT REPORT** for Bay Alarm Company – **ET07-0223**

Date of the Visit:	10/22/08
Beginning/Ending Time:	10:30 a.m. – 12:00 p.m.
Date of Last Visit:	9/18/07
Visit Location:	Pacheco
Persons in attendance:	Roxanne McCarville, V.P. HR, Bay Alarm Company (BAC) Chris Mangels, Training Funding Partners; Contractor Rep, Julio Basquez, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/31/06 – 12/30/08	Agreement Amount:	\$126,510
Training Start Date:	12/31/06	No. to Retain:	202
Date Training must be Completed:	10/01/08	Range of Hours:	24 – 80
Type of Trainee:	Retrainee	Weighted Ave. Hours:	45

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on 12/31/06 and training began on 12/31/06. Your staff reported that all training was completed on 10/01/08, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 12/30/08.

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1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

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4640 Lankershim Blvd., Suite 311
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S.F. BAY AREA REGIONAL OFFICE
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(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

ETP approved one Agreement Amendment which reduced the number of trainees in Job 2 and increased the trainees in Job 1. The agreement amount was not changed or reduced.

- **INTERVIEW WITH THE SIGNATORY**, Roxanne McCarville, V.P. HR
- What barriers, if any, did your company experience in implementing your ETP project? **None**
- What problems, if any, did your company experience with ETP record keeping? **None**
- What assistance could ETP have provided that would improve the process for future Contractors? **Nothing**
- How did your company benefit from the ETP training? **More experience technicians, able to provide better service to our customers.**

Ms. McCarville provided Mr. Basquez with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 131 trainees for a total reimbursement of \$126,105, (100 percent of the encumbered amount). Ms. McCarville stated that the closeout invoice will be submitted on time.

BAC records show that 131 trainees have completed training and 131 trainees have completed the 90 day retention period. Ms. McCarville projects earnings to be \$126,105 (100% of the encumbered total \$126,105). Current records show that BAC has received \$126,105 in progress payments, of which \$126,105 has been approved as earned.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job 1

Trainees Started Training:	145	Completed Retention:	75
Dropped Following Enrollment:	70	In Retention Period:	0
Completed Minimum Hours for reimbursement:	75		
Completed Training:	75		

Job 2

Trainees Started Training:	308	Completed Retention:	56
Dropped Following Enrollment:	252	In Retention Period:	0
Completed Minimum Hours for reimbursement:	56		
Completed Training:	56		

ATTENDANCE ROSTERS:

During this final visit Mr. Basquez reviewed 10% of the rosters and they all matched what was submitted to the ETP On-Line system. The Sub Contractor provided a break down showing the totals and they also matched what was in the ETP On-Line system.

AUDIT

BAC will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit

Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Julio Basquez at (916) 327-5275 or by email at jbasquez@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office



Julio Basquez, Contract Analyst
Sacramento Regional Office

cc: Contractor's Representatives
Chris Mangels, Training Funding Partners
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor **